



Administrative Policies and Procedures: 3.9

Subject: Notary Commissions

Supersedes: DCS 3.9, 12/31/99

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 12/31/99

Revision date: 10/01/01

Application

To All Department Of Children's Services Employees.

Authority: TCA 37-5-106, 8-21-1201

Policy

The Department of Children's Services shall provide notary services to the youth and employees at approved work locations.

Procedures

A. Appointment

1. Notary positions

- a) The assistant commissioner of fiscal and administrative services must request approval from the commissioner for the number of justified notary sponsorships, giving a justification of each notary position.
- b) The maximum number of employees sponsored by the Department of Children's Services to hold active notary commissions must not exceed:
 - ◆ One (1) for each youth development center
 - ◆ One (1) for each regional office and field/county office
 - ◆ Four (4) for the central office (one (1) designated for Fiscal and Administrative Services)
 - ◆ One (1) for each assigned internal affairs investigators

2. Designation

The directors, superintendents and regional administrators must designate the employee(s) who shall provide the notary services.

3. Cost

The department must reimburse the employee for all expenses related to obtaining the notary public commission, including the cost of the notary application bond and seal.

4. Responsibility

Each employee applying for a notary public commission is responsible for knowing the requirements, duties, and responsibilities of a notary public.

5. Inactive status

- a) If an employee who holds a current notary commission moves to another position or shift that makes the services of this notary unavailable, the director, superintendent or regional administrator may request a replacement notary sponsorship.
- b) The transferred employee must become an inactive notary and must abide by all requirements of this policy.

B. Remuneration for service**1. Personal gain**

The employee who has obtained the commission through the department must not derive any personal financial gain from use of the commission.

2. Fees

Notaries must charge fees in accordance with the following:

- a) The notary must not charge youth
- b) The notary must not charge for notarizing documents for the department or other state business.
- c) The notary must charge a fee for all other services in accordance with the fee schedule in *TCA 8-21-1201*.
- d) The notary must deposit any fees collected to the State of Tennessee Current Services Revenue Source.

Forms

None

Collateral Documents

None

Standards

None